PART	CHAPTER	PAGE	DATE		
TWO	5	20	11/01		

# **RECORDS RETENTION AND DISPOSITION SCHEDULE**

PAGE 1 of 3

#### **ALL ARIZONA COUNTIES**

Function:

County Attorney

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No. RECORD SERIES R.S. RETENTION (YR.) REMARKS

No.	RECORD SERIES	R.S.	RET	ENTION		REMARKS
		Code	Off.	R.C.	Total	(Include start point of retention.)
1	Criminal cases: (Retention based on time limits pursuant to A.R.S. §13-107.) a. Class 1 felonies – homicides; misuse of public funds; falsification of public records including dismissals without prejudice		-		25	After case closed
	b. All other homicides including dismissals with or without prejudice		-	_	10	After case closed (Retain minimum of 1 year beyond sentence imposed.)
	c. Class 2 through 6 felonies, other than homicides		-	-	2	After expiration of sentence / probation imposed.
	d. Sex crimes including dismissals without prejudice		-	-	-	After defendant dies or sentenced to a prison term which exceeds his / her probable life expectancy
	e. Misdemeanors f. Fugitives		-	-	1 -	After case closed After date of order / mandate of
	g. Dismissals without prejudice and no		-	-	7	extradition After case closed
	plea agreement – class 2 & 3 felonies h. Dismissals without prejudice and no plea agreement – Superior court pre- arraignment		-	~	1	After case closed
	i. Dismissals without prejudice and no plea agreement – Justice court cases		-	-	1	After case closed
	j. Dismissals without prejudice and no plea agreement – all others		-	-	2	After case closed
	k. Dismissals without prejudice and with plea agreement		-	-	2	After expiration of sentence / probation imposed in plea agreement
	I. Dismissals for mental incompetency- class 1 felonies		-	-	25	After date of order / mandate
	m. Dismissal for mental incompentency – other than class 1 felonies		-	-	7	After case closed
]	n. Dismissals with prejudice; not guilty verdicts other than homicides		-	-	2	After case closed
	o. Lower court appeals		-	-	1	After case closed
	p. Asset forfeitures	į	-	-	5	After case closed
2	Investigation files		-	-	5	After case closed
						Supersedes Schedule Dated:
Annro	word has	Part Transmag. 1 des	Cia. There is	100000000000000000000000000000000000000	- 17g 20g- 107-17	March 11, 1999

Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 5

2001

PART	CHAPTER	PAGE	DATE		
TWO	5	21	11/01		

## RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 2 of 3

#### **ALL ARIZONA COUNTIES**

Function:

County Attorney

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S.	RETENTION (YR.)		(YR.)	REMARKS	
		Code	Off.	R.C.	Total	(Include start point of retention.)	
3	Civil cases:						
	a. AHCCCS eligibility		-	-	10	After date filed; or may be destroyed upon receipt of a court order,	
	b. Bankruptcy c. Bond forfeitures		- -	<u>-</u>	4 2	dismissal, court closing or settlement After case closed After case closed	
	d. Condemnations		-	-	10	After case closed	
	e. General litigation f. Public fiduciary (legal review of select cases)		-	-	6 2	After case closed After case closed	
	g. Revenue and collections h. Risk management		-	-	5 6	After case closed After case closed	
	i. Tax appeals j. Tax condemnations	ļ	-	-	6 4	After case closed After case closed	
4	County attorney opinions		-	-	10	After date issued	
5	School district boundary changes		-	-	10	After effective date	
6	Voting rights submissions to U.S. Dept. of Justice (redrawing boundaries of voting districts, precincts, etc.)		-	-	13	After fiscal year prepared	
7	Juvenile cases:  a. Traffic work files  b. Juvenile delinquency work files including petition / disposition for prosecuted cases		-	-	-	Retain until juvenile reaches age 19 Retain until juvenile reaches age 23 (A.R.S. §8-247)	
_	c. Adoption work files (un-contested)	į	-	-	99	After date case is closed (A.R.S. §8-120)	
8	Victim witness client information files a. All excluding first degree homicides b. First degree homicides		-	-	5 15	After date case is closed After date case is closed	
9	Bad check cases: a. Criminal complaints (work copies)					AGent P. P. J. L. J. J. J. J.	
			-	•	1	After adjudicated (original with prosecutor)	
	b. Cases without complaints		-	-	1	After closed	
						Supersedes Schedule Dated: March 11, 1999	
Appro	Wed by:		10.00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		1384 · ·	Approval Date:	

Director, Arizona State Library, Archives and Public Records

NOV 5

2001

PART	CHAPTER	PAGE	DATE		
TWO	5	22	11/01		

## **RECORDS RETENTION AND DISPOSITION SCHEDULE**

PAGE 3 of 3

### **ALL ARIZONA COUNTIES**

Function:

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S.	RET	ENTION	(YR.)	REMARKS
		Code	Off.	R.C.	Total	(Include start point of retention.)
10	Cancelled restitution Checks		-	-	3	After fiscal year paid
11	Restitution accounting records and reports		-	-	3	After fiscal year paid
12	Cash receipts		-	-	3	After fiscal year paid
13	Accounting system computer backup		-	-	_	Backup daily; rotate taped
		i				
				;		
		į				
						Supersedes Schedule Dated:
2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -	ved by:			orthographic and the state of t		March 11, 1999  Approval Date:

Director, Arizona State Library, Archives and Public Records

NOV 5

2001